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|  | Authorized By: | <b>Salt Lake County Library Board of Directors</b> |               |
|   | Subject:       | <b>Lost &amp; Found Policy</b>                     |               |
|   | Effective Date | Version #  | Revision Date |
|   | 2/26/2015      | 4  | 02/25/2019    |

**Purpose:** Although Salt Lake County Library is not responsible for lost items, we make every effort to return items of value and importance to library users that are left in the library, while taking reasonable measures to protect privacy, secure valuables and relinquish items in a timely manner.

**Definitions:**

**Valuable items:** May include wallets, purses, jewelry, keys, backpacks, gift cards, electronic devices and cash. Also includes items containing personal information, such as driver's licenses, passports and Social Security cards.

**Non-valuable items:** May include books, notebooks, umbrellas, articles of clothing and anything staff feels is unlikely to be claimed.

**Hazardous and perishable items:** Includes such things as personal care items, baby bottles or water bottles.

**1.0 Privacy**

1.1 Staff will make every effort to maintain customer privacy while locating contact information that may assist in the return of lost items.

1.1.1 Two people will be present if ownership needs to be established and if lost and found item does not put staff at risk.

**2.0 Securing Items**

2.1 Valuable items will be recorded in a Lost and Found Logbook/Spreadsheet at the time they are turned in and placed in a locked location.

2.2 Non-valuable items will not be recorded in a Lost and Found Logbook/Spreadsheet or placed in a locked location. They will be kept in a controlled area accessible to staff only.

2.3 Hazardous and perishable items may be disposed of immediately.

2.4 Any property that poses health, safety and security risk or other nuisance that may put staff at risk may be disposed of immediately.

2.4.1 Call non-emergency dispatch to report any suspicious item.

2.5 Property found outside of the library is considered abandoned and will be disposed at each library's discretion.


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2.5 Property found outside of the library is considered abandoned and will be disposed at each library's discretion.

**3.0 Disposing of Items**

| Item  | Retention time | Disposal  |
|---|----------------|---|
| Wallets, purses with personal identification    | 48 hours       | Send to local police department   |
| Wallets, purses without personal identification | 48 hours       | Contents will be emptied and disposed of according to the Lost & Found Policy                     |
| Cash, foreign currency                          | 30 days        | Cash will be deposited into the Library Fund. Send foreign currency to Library Fiscal Department. |

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| Keys  | 30 days | Send to Facilities to be destroyed  |
| Single personal identification (credit cards, gift cards, library cards, driver's license, birth certificate, etc.) | 30 days | Shred or mail to another division/agency  |
| Technology equipment  | 30 days | Send to Library IS – Information is deleted and is irretrievable  |
| Non-valuable items  | 30 days | Donate to a non-profit organization determined by Salt Lake County Library (at each library's discretion) or will be discarded. |

#### 4.0 Reporting & Claiming Lost Items

- 4.1 Library customers should report and claim lost items at the Circulation Desk at the location they believe the item was lost.
  - 4.1.1 The library will post public notices about how to claim lost property in a public place at each library location.
- 4.2 Items must be described in sufficient detail to be considered a bona fide claim.
- 4.3 Claimants must produce identification to claim the lost item(s).
- 4.4 Items matching the description in the log book/spreadsheet and with owner's identification will be returned immediately to the owner with the exception of money which requires a signed acknowledgement from the owner.
- 4.5 If the lost item was not found in the library, the owner may provide contact information and a description of the item which will be entered into the log book/spreadsheet.
- 4.6 Unclaimed books may be sold at the library's book sale.
- 4.7 Unclaimed Salt Lake County Library cards are set to lost and shredded.

Adopted by the Salt Lake County Library Board of Directors, 23 February 2015. Revised by the Salt Lake County Library Board of Directors, 13 November 2017. Revised by the Salt Lake County Library Board of Directors 29 June 2018. Revised by the Salt Lake County Library Board of Directors, 25 February 2019.